



STARRTECH
INTERACTIVE

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PHP CMS User Manual

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Configuration

Configuration of the CMS is managed through two text files which can be edited with any text editor:

/var/www/html/config.php sets configuration for displaying web pages.

/var/www/html/webadmin/config.php sets configuration for the administration system.

These files set the parameters used for accessing the database, and tell the system where to find files. The locations of files are set for both within the filesystem (i.e. /var/www/html), and also how they are accessed on the web (i.e. http://domainname.com/). During initial setup, web locations will use the IP address of the server. When the site goes live, all references to the IP should be replaced with the location of the site.

Please keep in mind:

- All locations use full (absolute) paths.
- All file locations will end with a /
- Always backup your config file before making changes.

Change Admin Password

Admin passwords may only be changed using SSH access to the server. Passwords are stored in /etc/auth/.htpasswd

To change a password:

1. Login as a user.
2. Use the 'su' command to start a superuser session as root. Enter the root password.
3. Type 'htpasswd /etc/auth/.htpasswd admin'.
4. Enter the password and confirm it.

Create New Administrator

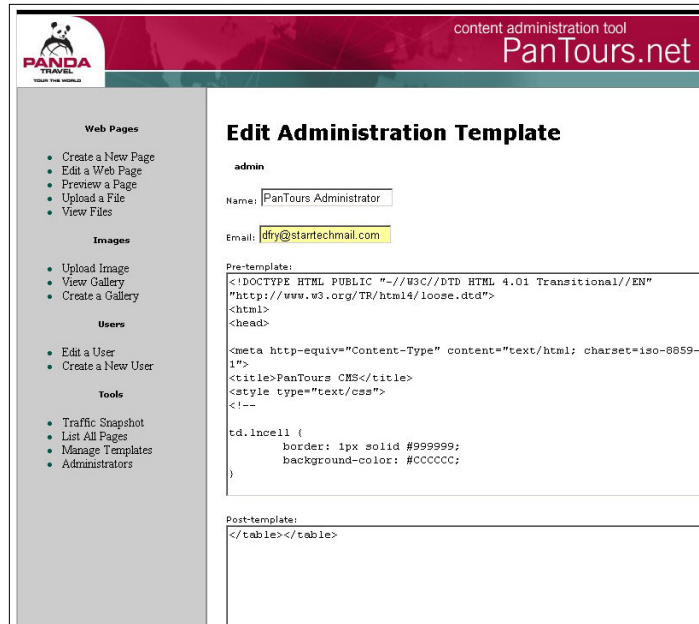
To create a new administrator, you'll first need to create a password using SSH access to the server. Passwords are stored in /etc/auth/.htpasswd

To create an administrator's login/password:

1. Login as a user.
2. Use the 'su' command to start a superuser session as root. Enter the root password.

3. Type `htpasswd /etc/auth/.htpasswd newusername`.
4. Enter the password and confirm it.

Next you'll need to set the user account up in the toolbox. Click on the Administrators link in the Admin navbar. Type the username you just created in the text field. On the next page, you will need to enter the users e-mail address and full name. You will also create the admin template for the administrator. You can cut and paste this from another administrator's settings. The pre-template is all the code for the header and navbar. The post template is all the code that comes after the main administrator content.



Adding Web Pages

When you create a new web page, you are first asked to specify the document name. The document name is for your own use and is not displayed to users. You should choose a name that is unique and describes the document.

In the next screen, you'll be asked to set the properties of the document:

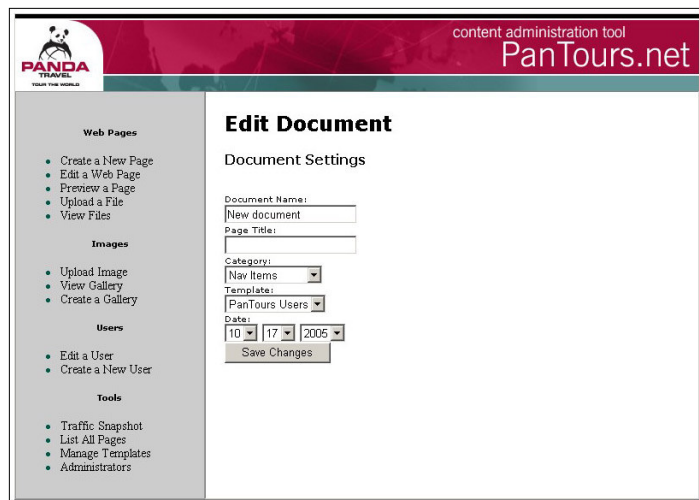
Page Title -- The page title is displayed to users and is the HTML title for the page.

Category -- The category selection mainly helps to keep your documents organized so you can find them more easily. In certain cases, this can also be used for some navigation elements and sitemaps.

Template -- Each document is displayed within a template. Once the template is selected, it can not be changed.

Date -- The date defaults to the current date. In most cases, this is not visible to the user.


When you are finished, you must click 'Save Changes'. If you do not save your changes, the document will not be created.



Editing Web Pages

To edit a document, first choose the Category that the document is in. Then click on the name of the document from the list. The document's current content will be displayed in a WYSIWYG (What You See Is What You Get) editor.

Adding Images

To add an image, place the cursor inside the editor window and click the image icon: . The editor allows you to add images to a web page from a gallery or to upload a new image.


To add an image from a gallery, choose the gallery and select the picture from the drop-down list. You will see a preview of each image. Choose whether you'd like to display the thumbnail or the full-sized images.

To upload a new image, choose Browse and find the image on your hard drive. When you upload a new image, it will be automatically resized to the preset dimensions for the gallery.

Once you've selected the image, you'll be asked to set other properties. It's important to always add a description for each picture, which helps to make the site accessible for visually impaired visitors.

Once an image has been added, you can move it within your document by dragging it in the WYSIWYG. You can also edit its properties by clicking on the image, and then clicking the image icon.

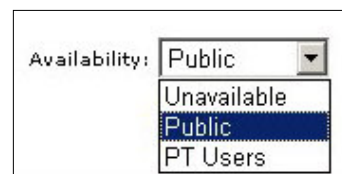
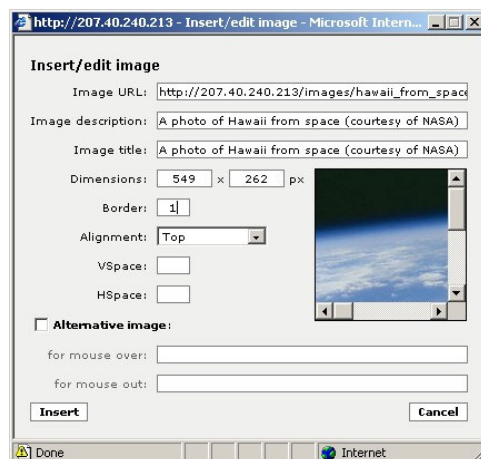
Adding Links

To add a link, select the text you would like to use for the link, and click the link icon: . You can then enter a URL to a web page, or select a page on PanTours.net from the drop-down menu. You can then choose whether the link should open in a new window, or the same window. By default, most links should open in the same window.

Publishing Pages

In a drop down box below the WYSIWYG editor, each web page can be set as Unavailable, Public, or PT Users.

Pages set as Unavailable can not be viewed on the web by anyone. Use this status for pages that are being created, or are no longer relevant. If you change a page to Unavailable, you will also need to remove links from any pages that are linking to it.



Public Pages are viewable by anyone on the Internet. Once you set a page as public, you will need to add links to it so that visitors will be able to find it.

PT Users pages are viewable on the Internet, but are password protected. If a user is logged in, he will see the page immediately. If a user is not logged in, he will be prompted for a username and password.

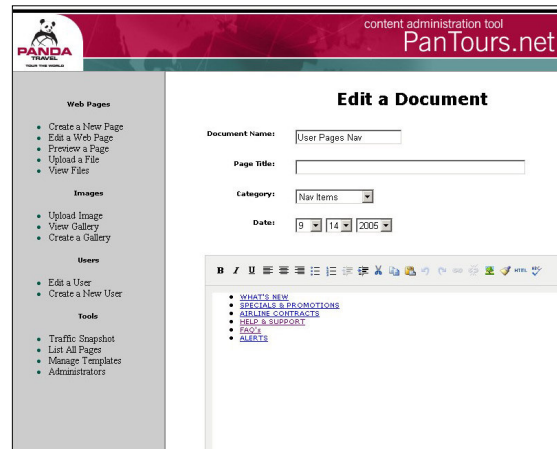
You can view all pages on the site and change the availability using the 'List All Pages' feature in the Tools menu.


Editing Navigation

The site's navigation bars are editable through the CMS as special stories. To edit the navbars, choose Edit a Document and choose the category 'Nav Items'. Select the navbar you'd like to edit.

The navbar will come up in the WYSIWYG editor as a bulleted list of items. To add an additional item, add a new line, enter the text for the link, and then use the Add Link process.

It is very important that you do not add additional formatting to this list. There should not be a carriage return after the last list item. If you experience problems with the Navbar after editing it, check the HTML to make sure it is free of other formatting.



To check the HTML, click the Edit HTML Source button: . There should not be any other tags besides and <a>.

Deleting Web Pages

To delete a story, click on 'List All Pages' in the administrator's nav bar. You'll see a list of every story in the CMS. To delete a story, click on the delete link and confirm that you wish to delete it. Deleting a story will permanently remove the content from your site.

If you want to temporarily remove a page from the site without deleting it permanently, just set its availability to 'Unavailable'.

Editing Categories

You can use categories to keep web pages organized. To add a category, select 'Edit Categories' from the Admin navigation under the 'Tools' section. Enter a unique name for the category and click 'Create Category'.

You may only delete categories once all web pages have been removed.

Editing Templates

Templates in this system are created using HTML with placeholders for the body content and other dynamic content. Placeholders will always use all capital letters and numbers separated by underscores '_'. The placement of the placeholders is very important and should not be changed.

When editing templates, it is always advisable to save a copy of the existing template as a backup. It is easiest to just cut and paste the contents of the template into a notepad file and save it on your desktop. This CMS does not save a copy of your old templates, so there is no mechanism to undo your changes.

Meta tags can be added to the HTML between the <head> and </head> tags.

Creating Templates

Once a site is setup, there is generally no need to create a new template. A new template would be created if there was a need for some pages to have a different design or navigation elements.

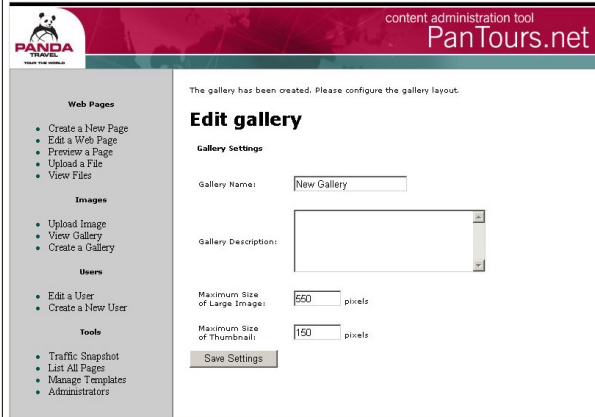
To create a new template, first create a template, giving it a unique name. You can find the 'Create a New Template' form on the Manage Templates page.

Next, select the template in the 'Edit Blocks Assigned to a Template'. Add a block to the template, giving the block a generic name such as 'Main'. (In most implementations, including Pan Tours use, you will never need more than one block in a template.) The system will provide you with a placeholder to add to the template, such as CONTENT_BLOCK_4.

Return to the Manage templates page and edit the new template. Enter the HTML you want to use for the template, putting the placeholder where you want the body content to go. The placeholder should not be wrapped by any text-formatting tags such as , <i>, etc. Any tags that are wrapping the placeholder will wrap the entire body content of the page.

Creating Galleries

To create a gallery, first assign a name to the gallery. This is not displayed to users. On the next screen you'll be asked for a description which is optional. You will also set the maximum size in pixels for the images that are uploaded. Each image that is uploaded is automatically resized to create a thumbnail and a full sized image. Generally, you will want the maximum sized of a full sized image to be 550 pixels, and a thumbnail to be 150px.



The screenshot shows the 'Edit gallery' form in the PanTours.net content administration tool. The form is titled 'Edit gallery' and includes a 'Gallery Settings' section. The 'Gallery Name' field is set to 'New Gallery'. The 'Gallery Description' field is empty. The 'Maximum Size of Large Image' is set to 550 pixels, and the 'Maximum Size of Thumbnail' is set to 150 pixels. A 'Save Settings' button is at the bottom. The left sidebar contains a navigation menu with categories: Web Pages, Images, Users, and Tools. The top of the page has the PANDA logo and the text 'content administration tool PanTours.net'.

Placeholders

Placeholders let the system know where to insert dynamic content in your template and documents. Placeholders will always use all capital letters and numbers separated by underscores '_'.

Some examples of placeholders are:

CONTENT_BLOCK_1 inserts the body content for the selected document. The number designates the block to use.

DOCUMENT_BLOCK_25 inserts another document. The number designates the document id.

LOGIN_DOCUMENT_6 inserts a login screen. The number designates the document id of the page to refer to after a successful login.

PAGE_TITLE inserts the title of the page into the document, usually as a <title> tag and above the body content.

REMOTE_LOGIN is a customized function that adds the button for auto-login to Agent Direct for users, or the login button for guests.

Placeholders can be inserted in documents and templates. It is highly recommended that you do not change placeholders. Any HTML code that surrounds a CONTENT_BLOCK placeholder will affect all code within the body content. For example, CONTENT_BLOCK_1 will display the content of the page in bold text.

Create a New User

To add a new user, fill out the form and check the PanTours Users box at the bottom of the page. Once the user is added, you need to assign a username and password using the instructions below.

Editing a User

To edit a user, type in some or all of the users' name or company. You can then choose the user from the list (if more than one user meets the search criteria). Make changes to the information and click 'Save Changes'.

There is currently no process for deleting users in this system. Instead you can remove their access to the site in the user authorizations form.

Set a Username and Password

You can set or edit a user's username and password. When editing a user, click on the User's Authorization link at the top of the screen. Type a username and password for the user and check the 'PT Users' box to allow them to see those pages.

If you'd like to temporarily shut off a user's access to the private pages, you can uncheck the PT Users box in the User Authorizations form.

User Security Authorizations

[User Information](#) · [User Authorization](#)

User Login:

Set Password:

Confirm Password:

Authorize this user for these secure areas:

☒ PT Users

Adding PDF's and Other Files

To add a PDF or another type of file, click on Add File in the Admin nav bar. You will be prompted for a file to upload. Click 'Browse' and find the file on your hard drive. When it uploads, you will be given the full location of the file. Cut and paste that location into the URL field when you add links to the file in your web pages. If you want to see the full list of files, choose View Files.

Please note that this file upload is not recommended for image files. For images, please upload through 'Upload an Image' so that resizing will happen automatically.